

# Interview Note Sheet

## Applicant Information

Name: <b>DANIA ALLEY</b>	Interviewer: <b>Shelby</b>
Date: <b>9-20-2017</b>	Rate of Pay: <b>9.25/H</b>
Position (s) Applied for:	Referred by: <b>FE STOP</b>

## Test Scores

Server	/35	%	Bartender	/35	%
Prep Cook	/20	%	Barista	/15	%
Grill Cook	/40	%	Cashier	/15	%
Dishwasher	/10	%	Housekeeping	/16	%

Seeking:
<input checked="" type="checkbox"/> Full-Time
<input type="checkbox"/> Part-Time

## Relevant Experience & Summary of Strengths

Total of \_\_\_\_\_ in Food Service/Hospitality

- Worked Sprint CENTER, but it was overnights and didn't want it anymore
- has housekeeping experience
- open to anything
- no overnights

today @  
2pm  
Orientation

P.O.S. Experience: Y / N details:

## Transportation

Car

Public Transit

Carpool ( Rider / Driver )

## Regions Available to Work

Kansas City, KS

Overland Park, KS

Kansas City, MO

Independence, MO

## Certifications (if any)

TIPS

Serv-Safe

LEAD

Other \_\_\_\_\_

Will Submit

## Available Times

Open

AM only

PM only

Weekdays only

Weekends only

## Uniforms Owned

Bistro

Black Bistro

Tuxedo

1/2 Tuxedo

Black Vest

Long Black Tie

Chef Coat

Chef Pants

Knives

Black Pants

Non-Slip Shoes

Bow Tie

Other: \_\_\_\_\_

Would you recommend this applicant for Acrobat Academy?

Convention Candidate?

Other Languages Spoken:

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## Employment Application

Acrobat Outsourcing is an equal opportunity employer dedicated to non-discrimination in all employment practices. Acrobat Outsourcing selects the best qualified individual for the job based on job-related qualifications regardless of race, age (40+), color, religion, gender, national origin, ancestry, marital status, sexual orientation, disability or any other status protected by applicable law.

### PLEASE PRINT

Full Name Darla Faye Ailey Date: Sept 21, 2017  
 Home Telephone (816) 401-9202 Other Telephone ( )  
 Present Address 918 E 9th Street KC MO 64106  
 Permanent Address, if different from present address \_\_\_\_\_  
 Email Address duckydo63@gmail.com

### EMPLOYMENT DESIRED

Position applying for: Any Position Salary desired: \_\_\_\_\_  
 Are you currently registered with any staffing and/or employment agencies? If so, please list  
No  
 Are you applying for: Full-time work? Yes  No  Part-time work? Yes  No   
 Temporary work, e.g., summer or holiday work? Yes  No  From: \_\_\_\_\_ To: \_\_\_\_\_  
 How did you find out about our open position? (Please check fill in proper name of source):  
 Referral  Name of Referral ReStart Newspaper  Job Fair  Agency  Company Website   
 Other Web Posting  Other Source   
 Could you work overtime, if necessary? Yes  No  If hired, on what date could you start working? Sept 26, 17

Please keep in mind that schedules and shifts may vary depending on position and season. Additionally, the hours may vary from week to week, depending on the company needs. Please list only the times/days you're available to work below.

SPECIFY HOURS AVAILABLE DAILY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
AM		<u>7:00 3:30</u>					
PM							

Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates: \_\_\_\_\_

### PERSONAL INFORMATION

Have you ever applied to or worked for Acrobat Outsourcing before? Yes  No  If yes, when? \_\_\_\_\_  
 Do you have friends or relatives working for Acrobat Outsourcing? Yes  No  If yes, please state name and relationship \_\_\_\_\_

If hired, would you have a reliable means of transportation to and from work? Yes  No   
 If hired, can you present evidence of your legal right to live and work in this country? Yes  No   
 State age if you are under 18 \_\_\_\_\_. If you are under 18, hire is subject to verification that you are of minimum legal age to work.  
 Are you able to perform the essential functions of the job for which you are applying? Yes  No

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If no, describe the functions that cannot be performed. (Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.)

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## EDUCATION & SKILLS

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
Raytown High	Raytown MO	12 grade	yes
Do you have any special licenses, certificates or special training? If so please list under "Special".		YES	NO
Are you computer literate? If so, list software knowledge under "Special."		YES	NO
Are you proficient with Point of Sales Systems? If so please list which ones under "Special."		YES	NO
Do you have any other experience, training, qualifications or special skills, which you feel make you especially suited for work at Acrobat Outsourcing? If so, please list under "Special."		YES	NO
Special:			

## EMPLOYMENT HISTORY

List below all present and past employment starting with your most recent employer (last 10 years is sufficient). Account for unemployment periods of three months or more.

Are you currently employed? Yes  No  If so, may we contact your current employer? Yes  No

Name and Address of Employer Sprint Center

Type of Business Event Telephone No. 816-974-1000 Supervisor's Name Kermit

Your Position and Duties Housekeeping Events, Restrooms, Suites

Dates of Employment: From 1-17 To 3-17 Weekly Pay: Starting \$8.50 Ending \$8.50

Reason for Leaving: Overnights

Name and Address of Employer W. Bay

Type of Business Restaurant Telephone No. 816-861-2627 Supervisor's Name Tim

Your Position and Duties Back-up Server french fries

Dates of Employment: From 3-17 To 7-17 Weekly Pay: Starting 8.00 Ending 8.25

Reason for Leaving: Released from Prison

Name and Address of Employer W. C. Ballou

Type of Business Food Telephone No. ( ) Supervisor's Name Oliver

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Your Position and Duties SA1-A-1 ot Cashier, Cash & Credit  
Card transactions, deposits, scanner, restock  
Dates of Employment: From 5-7 To 1-8 Weekly Pay: Starting 7.50 Ending 8.00  
Reason for Leaving: Medical Reasons

Name and Address of Employer Handy Women

Type of Business Self Employed Telephone No. (816) 352-2102 Supervisor's Name Ken Moss

Your Position and Duties Dy-ses Aid, Cooked & Clean, doctors  
Appointment, ate Handled all medication intake  
Dates of Employment: From 1-08 To 6-11 Weekly Pay: Starting 8.00 Ending 8.00

Reason for Leaving: Patient disease

Have you ever been fired from any previous place of employment? If so, please explain: \_\_\_\_\_

## MILITARY SERVICE

Have you obtained any special skills or abilities as the result of service in the military? Yes        No X  
If so, describe: \_\_\_\_\_

## JOB RELATED REFERENCES

List below three persons not related to you who have knowledge of your work performance within the last three years.

Name: Sprint Center Relationship: \_\_\_\_\_ Number of Years Acquainted: \_\_\_\_\_  
Address: 19 Grand KC MO Telephone No. (816) 979-1000 64/08

Occupation: \_\_\_\_\_ Relationship: \_\_\_\_\_ Number of Years Acquainted: \_\_\_\_\_  
Name: John Hauf Address: \_\_\_\_\_ Telephone No. (702) 881-4300

Occupation: Sales Man Relationship: Friend Number of Years Acquainted: 3  
Name: John Murphy Address: Byrns Ford KC MO Telephone No. (816) 210-3162

Occupation: \_\_\_\_\_ Relationship: Friend Number of Years Acquainted: 5  
Name: \_\_\_\_\_ Address: \_\_\_\_\_

**Please Read Carefully, Initial Each Paragraph and Sign Below**

DA I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material facts on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

DA I hereby authorize Acrobat Outsourcing to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

DA I hereby authorize Acrobat Outsourcing and its authorized representatives to solicit information regarding my background, which may include but not be limited to, information about my employment, education, and/or criminal history, which may be in the files of any federal, state, or local criminal justice and law enforcement agency and general public records history.

DA I understand that if selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 form in this regard within three days of my hire date.

DA Acrobat Outsourcing is an at-will employer. I understand that nothing contained in the application, or conveyed during any interview, which may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, with or without cause, at the option of either myself or the company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the company's designated representative.

I hereby acknowledge that I have read and understand the above statements.

Applicant's Signature

Dale Alleg

Date

9-21-17

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665 Third St., Suite 415 • San Francisco, CA 94107

First and Last Name: Darla Alkeel  
Email: duckydo63@gmail.com  
Phone number: 816 401 8920

### Working Experience:

Company Name: Sprint Center  
Dates of Employment: 1-17 - 3-17  
Job Responsibility:

- House Keeping
- Restrooms, Suites
- etc.

Company Name: Hi Boy  
Dates of Employment: 3-17 - 7-17  
Job Responsibility:

- BACK- up server
- 
- 
- 

Company Name: FCF Tallahassee  
Dates of Employment: 4-16 - 12-16  
Job Responsibility:

- Food & Beverage prep
- Wash & sanitize food & Beverage
- Coffee & Tea juices

### Skills

- House Keeping
- Nurses AID
- Cashier
- General laborer

**Cashier Test**

**Score 12/15**

B  
1) A roll of quarters is worth?  
 a) \$5.00  
 b) \$10.00  
 c) \$15.00  
 d) \$20.00

A  
2) A roll of dimes is worth?  
 a) \$5.00  
 b) \$4.00  
 c) \$3.00  
 d) \$2.00

D  
3) A roll of nickels is worth?  
 a) \$8.00  
 b) \$6.00  
 c) \$4.00  
 d) \$2.00

C  
4) A roll of pennies is worth?  
 a) \$1.00  
 b) \$0.75  
 c) \$0.50  
 d) \$0.25

B  
5) What does POS stand for?  
 a) Patience over standards  
 b) Percentage of sales  
 c) Point of sales  
 d) People over service

7.5  
6) What is the current sales tax rate in your city 7.5?

C  
7) A customer buys a bowl of soup for \$1.25, an apple \$0.90 and a soda is \$0.79. If you are given \$10.00 how much change should you give back?

a) \$4.06  
 b) \$2.06  
 c) \$7.06  
 d) \$5.06

B  
8) A customer buys two shirts for 10.50 each and two ball caps for \$7.25 each. If you are given \$50.00 how much change should you give back?

a) \$19.50  
 b) \$14.50  
 c) \$9.50  
 d) \$4.50

D  
9) A customer buys soda for \$3.75 and a hot dog for \$4.25. If you are given \$20.00 how much change should you give back?  
 a) \$6.00  
 b) \$8.00  
 c) \$10.00  
 d) \$12.00

A  
10) A customer buys two hamburgers at \$3.75 each, two bags of chips at \$1.25 each, two cookies at \$2.50 each and two sodas at \$3.25 each. If you are given \$100.00 how much change should you give back?  
 a) \$78.50  
 b) \$58.50  
 c) \$38.50  
 d) \$28.50

625  
 1.90  
 2.70  
 2.94

CG  
 100  
 200  
 700

**Cashier Test**

**Score** / 15

**B**

11) Counterfeit pens should be used on which three denominations?

- a) \$20, \$50, \$100
- b) \$10, \$20, \$50
- c) \$5, \$50, \$100
- d) \$10, \$20, \$50

**B**

12) How many times should you count change when giving it to the customer?

- a) one
- b) two
- c) three
- d) no need to count

Question & Answer:

13) What is the minimum age for legal alcohol purchases? 21

14) What are the acceptable forms of ID for alcohol purchases? Drivers & State

15) How many \$20 bills are in a bank band? 5

**Servers Test**

**Multiple Choice**

C 1) Food is served on what side with what hand?  
 a) On the left side with the left hand  
 b) On the left side with the right hand  
 c) On the right side with the left hand  
 d) On the right side with the right hand

C 2) Drinks are served on what side with what hand?  
 a) On the left side with the left hand  
 b) On the left side with the right hand  
 c) On the right side with the left hand  
 d) On the right side with the right hand

D 3) Food and drinks are removed on what side with what hand?  
 a) On the left side with the left hand  
 b) On the left side with the right hand  
 c) On the right side with the left hand  
 d) On the right side with the right hand

A 4) What part of a glass should you handle at all times?  
 a) The stem  
 b) The widest part of the glass  
 c) The top

D 5) When you are setting a dining room how should you set up your tablecloths?  
 a) Neatly and evenly across the tables  
 b) The creases should all be going in the same directions  
 c) The chairs should be centered and gently touching the table cloth  
 d) All of the above

D 6) If you bring the wrong entrée to a guest what should you do?  
 a) Go back into the kitchen and patiently wait in line behind the rest of the servers until it's your turn  
 b) Inform the guests that you will bring the correct entrée once everyone else in the dinning room is served  
 c) Try to convince the guests to eat what you brought them  
 d) Go back into the kitchen to the front of the line and inform the expeditor that you need a different entrée

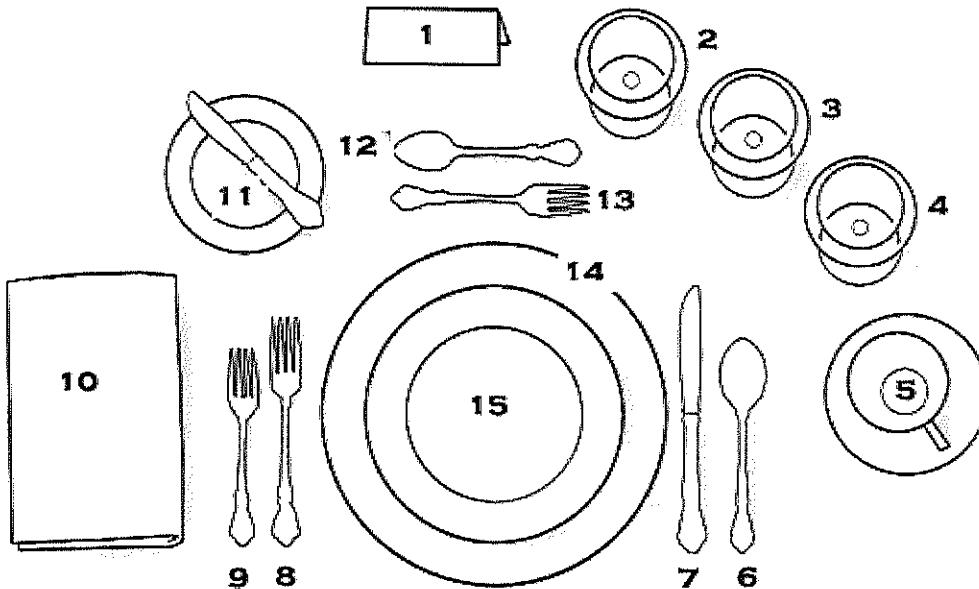
**Match the Correct Vocabulary**

C Scullery  
B Queen Mary  
C Chaffing Dish  
E French Passing  
A Russian Service  
F Corkscrew  
C Tray Jack

A. Metal buffet device used to keep food warm by heating it over warmed water  
 B. Style of service where food is prepared or served individually at the dinner table to fit the customer's specific taste (i.e. providing dressing and pepper for salad or handing out bread to each patron)  
 C. Used to hold a large tray on the dining floor  
 D. Area for dirty dishware and glasses  
 E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored  
 F. Used to open bottles of wine  
 G. Style of dining in which the courses come out one at a time

Name \_\_\_\_\_  
Score / 35

**Servers Test**



**Match the Number to the Correct Vocabulary**

<u>10</u>	Napkin	<u>2</u>	Dinner Fork
<u>4</u>	Bread Plate and Knife	<u>3</u>	Tea or Coffee Cup and Saucer
<u>1</u>	Name Place Card	<u>7</u>	Dinner Knife
<u>6</u>	Teaspoon	<u>2</u>	Wine Glass (Red)
<u>12</u>	Dessert Fork	<u>13</u>	Salad Fork
<u>13</u>	Soup Spoon	<u>14</u>	Service Plate
<u>1</u>	Salad Plate	<u>3</u>	Wine Glass (White)
<u>1</u>	Water Glass		

**Fill in the Blank**

1. The utensils are placed \_\_\_\_\_ inch (es) from the edge of the table. 12
2. Coffee and Tea service should be accompanied by what extras? dessert
3. Synchronized service is when: \_\_\_\_\_
4. What is generally indicated on the name placard other than the name? station 11
5. The Protein on a plate is typically served at what hour on the clock? on the hour
6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?



**SENSITIVE BUT UNCLASSIFIED**

**Case Verification Number: 2017264164439LE**

Report Prepared: 09/21/2017

**Company Information**

Company ID: 139349

Company Name: Acrobat Outsourcing

**Employee Information**

Last Name: Alley

First Name: Darla

Date of Birth: 11/29/1963

Social Security Number: \*\*\*-\*\*-8970

Hire Date: 09/21/2017

Citizenship Status: A citizen of the United States

**Document Information**

List B Document: ID card issued by a U.S. federal, state or local government agency

List C Document: Social Security Card

**Case Status Information**

Final Case Result: Employment Authorized

Employer Case ID:

Case Submitted On: 09/21/2017

Case Submitted By: SGON7369

Closed On: 09/21/2017

Closed By: SGON7369

Closure Statement: The employee continues to work for the employer after receiving an Employment Authorized result.

**SENSITIVE BUT UNCLASSIFIED**